

**THE FEDERATION OF LONGHORSLEY ST HELEN'S AND WHALTON
CHURCH OF ENGLAND AIDED SCHOOLS**

DATA PROTECTION POLICY

Introduction:

An essential activity of the Federation of Longhorsley and Whalton School is the requirement to obtain and process information about its staff and pupils in order to perform its various functions. This will be done in accordance with the Data Protection Act 1998 (the Act) and other related legislation.

We, Whalton C of E Aided Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information*, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you or our Data Protection Policy and Privacy Policy contact Mrs N Brannen (Executive Headteacher). * Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools.

Whalton School recognises its duty to handle personal data in a proper and confidential manner at all times, irrespective of whether the data is held on paper or by electronic means. This duty covers:

- The obtaining of personal data
- The storage and security of personal data
- The use of personal data
- The disposal and/or destruction of personal data

Longhorsley and Whalton Schools have a responsibility to ensure that data subjects have proper access to information that the school holds regarding them, provided that written request is made and the appropriate fee is paid.

Obligations:

In compliance with the Act the Schools will:

- Acknowledge the rights of individuals relating to personal data and ensure that these rights can be exercised as specified in the Act.
- Ensure that personal data are obtained fairly and lawfully.
- Ensure that personal data will only be processed for the purposes specified in the Act.
- Obtain and process data in a confidential manner ensuring that the data are fit for the purposes specified, are not excessive and are disposed of when no longer required (subject to any statutory requirements).
- Ensure that necessary and sufficient steps are taken to ensure that the data are accurate and up to date.
- Ensure that necessary and sufficient security measures are in place to protect data against damage, loss, misuse or inappropriate disclosure.
- Ensure that transfer of data is done in a lawful manner with due regard for security.

Actions:

To help discharge its obligations the Schools will:

- Process information from the County Council's "Data Protection Officer" responsible for gathering and distributing information about the Act and other related legislation.
- Ensure that all activities relating to the processing of personal data have sufficient safeguards and controls in place for security of data.
- Ensure that all contracts between the School and third parties that involve processing of personal data will make reference to the obligations (previous page) and the necessity of compliance with the Act.
- Ensure that employees (and others acting on behalf of the School) understand their responsibilities under the Act and that appropriate training or instruction is given for this purpose if needed. A copy of the school's Data Protection Policy with the County Council Guidelines on the DPA 1998 will be circulated to those staff who have access to personal data (MH, MTB, JL) to ensure that they understand their obligations.
- Ensure that employees (and others acting on behalf of the School) have access only to personal data that are necessary for the performance of duties.
- Ensure that requests for access to personal data are dealt with in a courteous and timely manner whilst ensuring that the data subject (or authorised representative) does have a legitimate right to access the information.

- Review this policy and safeguards and controls relating to it annually to ensure that they are still relevant, efficient and effective.

Revised Autumn 2017

**** See Appendix attached to current policy** (Autumn 2017)**

Personal Data:

Retention periods for keeping data at Longhorsley and Whalton Church of England Aided First School will be as follows:

Data:	Retention Period
School Visit Notes	4 years
Lesson Observations	1 year
Lesson Observations (NQTs)	Duration of NQT qualifying period
Standards Fund Correspondence	3 years plus year of audit
PANDA Documents	5 years
NC Assessments/SAT data	Duration of education in school
Ofsted Inspection Reports	Until superseded by next report
References given, or those relating to current employment	5 years from date of writing
References received which do not relate to current employment	1 year
Application form and checklist	Duration of that employment
Tax, NI, Maternity, Sick Pay	3 years
Staff Appraisals	5 years
Health (COSHH) details	40 years
Appointment letter and signed Contract of employment	10 years
Accident reports	10 years
Letter of resignation/dismissal retirement	5 years

Sickness records	Duration of employment plus 1 year
Application for unpaid/special leave of absence	5 years
Documentation relating to changes in wages and salaries brought about by the application of the relevant Conditions of Service	10 years
Records relating to promotion, transfer and training	10 years
Records relating to ill health, disciplinary, capability and redundancy dismissals	10 years
Correspondence relating to formal disciplinary and capability hearings	Current employment plus 5 years
Annual record sheets – teachers	Age 70
Recruitment and Interview Packs (including interview notes)	4 months
Pupils Personal Data	Until child leaves
Special Needs Information	Until child moves onto next school